

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSISTANT JUSTICE COURT ADMINISTRATOR
CLASS CODE: 3801
EFFECTIVE DATE: 11/20/2007
MARKET POINT: Based on applicable market study

DEPARTMENT: Justice Court

JOB SUMMARY

Under the direction of the Justice Court Administrator, supervises the collection function and assists with day-to-day operations and administrative activities of the Utah County Justice Court.

CLASS CHARACTERISTICS

This classification is a function manager with full supervisory responsibility.

ESSENTIAL FUNCTIONS

Performs as backup for the Justice Court Administrator and assists with the day-to-day operations and administrative activities of the court including evaluating court operations and procedures to ensure efficiency and uniformity, and providing training to court personnel.

Oversees the collection function of the court including the handling of funds, fees and forfeitures to ensure accurate reporting and disbursement; provides backup support for daily balancing of funds collected; responds to questions from the public and resolves complex customer concerns or difficult transactions.

Serves as a backup for the reconciliation of monies collected and prepares and submits monthly and annual reports to the State Court Administrator and County administration as assigned.

Supervises, plans, and coordinates the work of clerks assigned to the front counter; provides training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; assists in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Assists in managing case flow to ensure cases are processed in a timely and effective manner.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Serves as Terminal Agency Coordinator (TAC) for the court under the guidelines set forth by the Utah Criminal Justice Information System (UCJIS); processes and audits record validations and reactivations.

Submits purchase requisitions for office supplies.

Prepares and authorizes payroll.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: legal terminology and practices; procedures, organization, and jurisdictional requirements of the court system; applicable formats and protocol for a variety of court and legal documents; related laws, codes, rules and regulations governing functions of the position; supervisory techniques; and basic collection, accounting, and tracking procedures. **Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; deal with the public in a pleasant, courteous, and calm manner in all circumstances; organize multiple projects and schedules simultaneously; maintain complex filing systems; prepare concise, accurate, and informative reports using correct spelling

ASSISTANT JUSTICE COURT ADMINISTRATOR

11/20/2007

page 2

and grammar; communicate effectively verbally and in writing; evaluate processes and performance; and motivate and supervise others. **Skill in:** various computer applications such as data entry, word processing, and spreadsheets and operating a variety of office machines including a ten-key by touch.

PHYSICAL DEMANDS

Typically sit at a desk or table; regularly walk, stand, or stoop; occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room; work requires frequent contact with the public which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with an Associate's Degree in a legal, business management, or finance related field and four (4) years of accounting and/or collections experience in a court or legal setting or with a regulatory agency **OR** an equivalent combination of education and experience. Preference may be given to applicants with lead or supervisory experience.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Must *obtain* certification and training required to access the Utah Criminal Justice Information System (UCJIS) during the probationary period for new hires or during the trial period for promoted County employees and maintain certification thereafter. County employees being reassigned or transferred to this classification must possess certification upon reassignment or transfer.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.